



# PHI CHI THETA SUMMARY SHEET

This page **MUST** be included with all forms and payments mailed to the National Office. This will help to expedite your request and avoid possible posting errors.

PLEASE PRINT OR TYPE

Chapter Name \_\_\_\_\_ Region: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

FORM ENCLOSED: \_\_\_\_\_

(Examples: Pledge list, Initiation List, Membership List)

### Computation:

\_\_\_\_\_ Members x \$ \_\_\_\_\_ fee per person = \$ \_\_\_\_\_  
(Is this the amount enclosed?)

#### Reminder:

Pledge Fees \$10 per pledge

Initiation Fees \$100 (\$40 Initiation + \$60 Dues) per new member

Annual Member Dues \$60 per member

Assessment Fees \$10 per member

Are there late fees? \$ \_\_\_\_\_

### TOTAL PAYMENT ENCLOSED:

Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Did you remember to include?

- \_\_\_\_\_ 1. This cover sheet.
- \_\_\_\_\_ 2. The correct form (example: pledge, initiation, membership lists)
- \_\_\_\_\_ 3. The correct fee amount?

Make Checks Payable to Phi Chi Theta and mail to:  
1508 E Beltline Road Suite #104  
Carrollton, TX 75006

If you have any questions, please call (972) 245-7202  
or email: [executivedirector@phichitheta.org](mailto:executivedirector@phichitheta.org)